

## **4003 - SEWER FIELD OPERATIONS SUPERVISOR**

### **NATURE OF WORK**

**This is responsible, advanced, technical, and supervisory work in the installation, maintenance, and repair of sewer distribution systems installations, and facilities. Work includes primarily field and some control room duties. Work involves the performance of and the direction of crews in the performance of all phases of the care and repair of sewer systems. Emphasis of work is on sewer lines and complaint servicing.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Plans, supervises, and participates in the work of crews involved in the installation, construction, inspection, maintenance, repair, cleaning, and general care of all sewer electrical pumping and control equipment, stations, control facilities, and related equipment and facilities.**

**Trains and evaluates the work of supervisory, skilled, semi-skilled, and unskilled workers.**

**Performs or assists subordinates in performing unusual or highly technical work and in responding to unusual or difficult situations; and resolves problems.**

**Assists in determining, developing, implementing, and insuring adherence to operational procedures consistent with federal, state, and local laws, ordinances, regulations, and guidelines; and with City and departmental policy and procedures.**

**Establishes and enforces safety standards and safe operating procedures.**

**Prepares, maintains, and evaluates employee and equipment operations and performance records and reports.**

**Ensures effective, efficient, and timely operation in all areas of assignments.**

**Completes research, participates in training, and maintains contacts in order to remain informed on current developments, programs, regulations, and procedures in the areas of assignments; incorporates such information into training.**

**Inspects construction and repairs by crews, citizens, and private companies for conformance with applicable regulations.**

**Investigates and resolves indications and complaints from sewer service recipients.**

**Works in conjunction with design, inspection, and technical personnel and regulatory and other agencies to insure compliance with required laws, regulations, standards, guidelines, and procedures.**

**Inventories, evaluates, and makes detailed recommendations for modifying or purchasing necessary parts, supplies, materials, services, and equipment; and maintains stock as directed.**

**Assists in other major public works projects outside of typical areas of responsibility.**

**Performs related work as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Extensive knowledge of local geography, roadways, and jurisdictional boundaries.**

**Thorough** knowledge of sewer systems, including, but not limited to, installation, maintenance, construction, inspection, repair, cleaning, and general care of all sewer electrical pumping and control equipment, stations, control facilities, and related equipment and facilities.

Thorough knowledge of applicable federal, state, and local laws, ordinances, regulations, and guidelines; and City and department policies and procedures.

Thorough knowledge of the appropriate tools, materials, machinery, equipment, and considerable skill in their use.

Thorough knowledge of job-related hazards, dangers, and safety standards and procedures. Thorough knowledge of sewer systems including lines, pumping and lift stations, control facilities, and other installations.

Thorough knowledge of the patterns of sewer usage and the effects of pump stations and other facilities on the entire system.

Thorough knowledge of labor, materials, and equipment, operations, requirements, techniques, and costs as related to completing projects in areas of assignment.

Ability to plan, organize, and supervise the work of supervisory, skilled, semi-skilled, and unskilled employees involved in a variety of tasks in a manner which promotes high morale and effective performance.

Ability to evaluate the performance of employees, equipment, and operations.

Ability to analyze information from a variety of sources, assess a situation, use sound judgment in drawing valid conclusions, and take appropriate actions in situations which may involve the health and safety of citizens.

Ability to understand, retain, apply, and instruct others in detailed, complex, and highly technical written, verbal, and demonstrated procedures, information, and regulations as applied to a variety of functions and situations.

Ability to effectively prioritize duties when dealing simultaneously with numerous functions.

Ability to plan and layout work from complex blueprints, plans, sketches, and manuals.

Ability to prepare and maintain accurate, detailed, and comprehensive written, verbal, and computerized records and reports, analyses of statistical data, procedures, and training materials. Ability to research and verify information and resolve discrepancies.

Ability to maintain effective working relations with other employees, other agencies, and the general public.

**MINIMUM REQUIREMENTS**

Five (5) years full-time supervisory experience in water or sewer pipeline construction, maintenance, and repair (part-time will be prorated). An Associate's degree from an accredited college or university in Civil Engineering or equivalent may substitute for two (2) years of experience (partial year may be prorated). Florida driver's license and obtain Class B Commercial Driver's License valid for air brakes with "N" endorsement within 90 days of appointment.

## **4003 - SEWER FIELD OPERATIONS SUPERVISOR**

Attain, within six (6) months of appointment, and maintain Class C Wastewater Operation Certification issued by the Florida Water and Pollution Control Operators Association.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Continuous walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to lift up to 65 pounds.

### **SUPERVISION RECEIVED**

General and specific assignments are received from the Water and Sewer Superintendent. Work is performed with little direct supervision and with considerable latitude for the use of independent judgment in determining assignments, priorities, work methods, and tool, equipment, and staffing needs. Work is subject to review through observation, consultation, and reports for achievement of departmental goals, objectives, and standards.

### **SUPERVISION EXERCISED**

Plans, organizes, evaluates, and supervises the work of supervisory, skilled, semi-skilled, and unskilled personnel involved in performing a variety of functions

Rev. 1/96 (minimum req.)